Case Management

CM / ECF

Electronic Case Files

# Overview



#### What is CM/ECF?

An internet accessible case management system for the Federal Courts.

CM = Case Management

ECF = Electronic Case Files

# What does CM (Case Management) provide?

- All court cases are entered into CM
- Reports
  - Individual cases (docket sheets)
  - Overall case load
  - Scheduling calendars
- Access
  - Available over the internet 24 hours a day
  - Simultaneous use of documents
- Replaces WebPacer for Attorneys/Public

## What is ECF (Electronic Case Files)?

- An enhancement to CM (used in limited number of cases)
- Allows PDF (Portable Document Format) documents to be attached to the docket sheet (no paper filings)
- Automated electronic service of PDF documents

## Advantages of Electronic Cases (ECF)

- 24-hour access to view <u>documents</u> (PDF) via the internet
- "Real-time" docket creation by filer
- Automatic "real-time" email service of documents
- No need to certify service
- Less physical storage space needed

#### CM/ECF at COFC

- COFC Implementation started May 2002
- "Go-Live" on March 17, 2003
- Transferred all old data into CM/ECF
- Currently approximately 11% of pending general jurisdiction cases are ECF
- Expansion of ECF cases evaluated quarterly

#### **ECF Cases**

- Currently all new Contract cases that are not Pro-Se or Bid Protest cases will be designated ECF when filed.
- All complaints are filed in paper form with the Clerk's Office.
- The Clerk's Office determines a case is ECF and then scans the complaint and files it electronically.
- Attorneys and Chambers will be notified in paper that the new case is ECF and all future filings must be made electronically.

# Fees for using CM/ECF

#### Viewing

- Standard PACER fees apply (.07 per page)
- Parties get one free look at ECF documents
  - Free documents can be printed and/or saved

#### Filing

- There are no fees for filing
- Users must obtain their own ISP (Internet Service Provider) service for filing over the internet

#### **ECF Documents**

- All documents must be filed electronically in an ECF case
- Documents not approved for electronic filing in ECF:
- Complaints, Trial Evidence, Trial Transcripts,
  Medical Records, Sealed Documents, Confidential information

#### **PDF Documents**

- Documents must be filed electronically in PDF (Portable Document Format)
- Create PDF documents by electronic conversion when possible
- Verify content and format of final PDF document <u>before</u> posting to CM/ECF
- Each document must be less than 1M (roughly 300 electronic pages or 45 scanned pages)

#### **Scanned PDF Documents**

- Scanning should be avoided when possible
- Scanned documents are 4-5 times larger than electronically created PDF files
- Scan at 200dpi
- Scan as black and white (not color or grayscale)
- Scan to PDF format
- File size limit still applies

## How to sign

- "s/" followed by attorney's name must be used in place of a signature on documents
- Login ID and password identifies you on the system

## Hardware/Software Requirements

- PC with standard operating system (Windows, Macintosh or Linux)
- Word processor (WordPerfect, Word, etc.)
- PDF software (Acrobat Writer, CutePDF, etc.)
- Browser Netscape Navigator 4.7x, 7.0x or Internet Explorer 5.5, 6.0
- Internet Access
- Scanner

## **Attorney Registration**

- Attorneys must register for accounts
- Accounts given only to attorneys who are members of the bar
- Attorneys must pass certification test

#### **Common ECF Mistakes**

- Filed document in wrong case
- Filed wrong document
- Filed document with corruption or formatting errors
- Filed to wrong system (Train instead of Live)
- Document not signed
- Mistakes must be corrected by the Clerk's Office

#### **More Information**

- Court's public website at www.uscfc.uscourts.gov/cmecf.htm for
  - Training Schedule
  - On-Line Training Database
  - On-Line Computer Based Training
  - User Manual for Attorneys
  - Registration forms
  - Data Dictionary Lists
  - On-Line Streaming Video
- CM/ECF User Assistance Line at 202-219-9942 or 866-784-6273 (toll free)

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### Questions?



Thank You